



VOLUNTEER POSITION DESCRIPTION

PRESIDENT

The president is elected by the membership to serve a one-year term, voluntarily entered into each year.. He or she serves as a member of the Executive Committee and provides leadership to the local chapter consistent with state, area and national Society for Human Resource Management (SHRM) policy, strategies and objectives. The president operates the chapter effectively so that the needs of the members are met. He or she performs other duties as required by the local chapter's bylaws. The president serves as a voting member of the SHRM Area IV, Texas State Council.

RESPONSIBLE TO

The members of the BVHRMA
The Executive Committee of BVHRMA
The State Director

RESPONSIBILITIES

- Maintain a current active SHRM membership.
- Conduct the business of the chapter in accordance with the chapter by-laws and serve as chairperson of the chapter's Board of Directors.
- Presides over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies.
- Chair all meetings of chapter officers and members.
- Schedule and preside over monthly Executive Board meetings.
- Ensure creation of annual chapter goals, objectives and strategies using the Chapter Achievement Plan as a guideline.
- Maintain a succession plan for Board of Directors and standing committee chairs.
- Encourage membership participation in community activities.
- Actively promote BVHRMA in the community and seek opportunities for BVHRMA to participate in community activities.

SHRM Area IV Texas State Council Affiliation

- Attend quarterly Area IV, Texas State Council meetings, budget permitting. Actively participate in Texas State Council matters.
- Represent the Texas State Council to local chapter leaders and the membership.
- Communicate state and area goals, policies and programs to chapter members.

SHRM Affiliation

- Encourage BVHRMA members to become SHRM national members.
- Ensure Membership Committee maintains the minimum 30% SHRM national membership requirements to retain SHRM affiliate status.
- Communicates SHRM national goals, policies and programs to chapter members.
- Maintain communications and build relationships with other Texas SHRM affiliate chapters.
- Ensure BVHRMA support of the SHRM Foundation.
- Complete the Chapter Activity Plan for the year served as President by January 31 of the following year.
- Submit Pinnacle Award Application to SHRM, if appropriate.

Financial

- Monitor the use, accounting and handling of the chapter funds.
- Ensure creation of annual budget.
- Perform annual chapter audit with assistance of other designated board member(s).
- Approve all expenditures over \$250.
- Review bank statements monthly.

REQUIREMENTS

- Must be a SHRM member in good standing elected by the chapter membership.
- Must have served at least one year on the BVHRMA Executive Committee.
- Ability to attend majority of monthly membership meetings.
- Ability to attend majority of monthly Executive Board meetings.
- Able to attend Texas State Council meetings held in various Texas locations (generally one week day and one weekend day per quarter.) Minimally, be able to attend at Texas State Council Leadership meeting during the first quarter if unable to attend other quarterly meetings.
- Able to serve a following one-year term as past president, attending Executive Board meetings in an advisory capacity.
- Have a belief in the value of SHRM national membership and willingness to promote SHRM affiliation.

SKILLS AND ABILITIES

- Be comfortable speaking in front of groups.
- Must be able to chair Executive Board Meetings.
- Should have good organizational skills, written and verbal communication skills and team building abilities.
- Basic computer knowledge, including use of email, word processing and spreadsheets is helpful.
- An understanding of basic budget and financial concepts is helpful.
- Must have the ability to work with a diverse group of volunteers to build chapter volunteer participation.

ESTIMATION OF VOLUNTEER HOURS

- 9.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 4.0 hours for emails, discussions, correspondence on BVHRMA business.
 - 2.0 hours for meeting preparation
- 2 days quarterly to attend Texas State Council Meeting. The meetings are generally on a Friday and Saturday at various locations in Texas. BVHRMA pays for travel expenses.
- 3 days during November prior to becoming President to attend National Leadership Conference in Washington, DC. BVHRMA, Texas State Council and SHRM pay for all travel expenses and cost of conference.
- ½ Day Executive Committee Planning Session in November annually.



VOLUNTEER POSITION DESCRIPTION

PRESIDENT-ELECT

The president-elected is elected by the membership to serve a one-year term as President Elect and then moves to President the next year, voluntarily entered into each year.. He or she serves as a member of the Executive Committee and provides leadership assistance to the local chapter consistent with state, area and national Society for Human Resource Management (SHRM) policy, strategies and objectives. The president-elect works closely with the president to learn how to operate the chapter effectively so that the needs of the members are met. He or she performs other duties as required by the local chapter's bylaws.

RESPONSIBLE TO

The members of the BVHRMA
The President of BVHRMA
The Executive Committee of BVHRMA

RESPONSIBILITIES

- Maintain a current active SHRM membership.
- Serve as BVHRMA leader in the absence of the president (see president volunteer description).
- Encourage membership participation in community activities.
- Actively promote BVHRMA in the community and seek opportunities for BVHRMA to participate in community activities.

SHRM Area IV Texas State Council Affiliation

- Attend quarterly Area IV, Texas State Council meetings, budget permitting. Actively participate in Texas State Council matters.
- Represent the Texas State Council to local chapter leaders and the membership.
- Communicate state and area goals, policies and programs to chapter members.

REQUIREMENTS

- Attend majority of monthly membership meetings.
- Attend majority of monthly Executive Board meetings.
- Able to attend Texas State Council meetings held in various Texas locations (generally one week day and one weekend day per quarter.) Minimally, be able to attend at Texas State Council Leadership meeting during the first quarter if unable to attend other quarterly meetings.
- Able to serve a following one-year term as president.
- Should have a belief in the value of SHRM national membership and willingness to promote SHRM affiliation.

SKILLS AND ABILITIES

- Be comfortable speaking in front of groups.
- Must be able to chair Executive Board Meetings.

- Should have good organizational skills, written and verbal communication skills and team building abilities.
- Basic computer knowledge, including use of email, word processing and spreadsheets is helpful.
- An understanding of basic budget and financial concepts is helpful.
- Must have the ability to work with a diverse group of volunteers to build chapter volunteer participation.

ESTIMATION OF VOLUNTEER HOURS

- 5.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 2.0 hours for emails, discussions, correspondence on BVHRMA business.
- 2 days quarterly to attend Texas State Council Meeting. The meetings are generally on a Friday and Saturday at various locations in Texas. BVHRMA pays for travel expenses.
- 3 days during November prior to becoming President to attend National Leadership Conference in Washington, DC. BVHRMA, Texas State Council and SHRM pay for all travel expenses and cost of conference.
- ½ Day Executive Committee Planning Session in November annually.



- **VOLUNTEER POSITION DESCRIPTION**

Vice President – Programs

The VP Programming is elected by the membership to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee and provides services to the members of the organization by coordinating the monthly luncheons. He or she also serves on the Board and performs other duties as required by the local chapter's bylaws and direction.

RESPONSIBLE TO

The members of the BVHRMA
The President of BVHRMA
The local communities within the Brazos Valley

RESPONSIBILITIES

- Maintain a current active BVHRMA membership.
- Conduct the business of the chapter in accordance with the chapter by-laws.
- Solicits topics of interest from membership, other chapters, current legislation and/or trends that affect the HR profession.
- Contact prospective speakers and schedule them to present to the organization's monthly luncheons (generally on the first Thursday of the month).
- Coordinate the logistics for the monthly luncheons: schedule costly speakers and voluntary speakers according to budget, arrange for catering, arrange facility locations and set-up (dependent on the RSVP count for that month), arrange audiovisual needs, prepare newsletter summary, coordinate any handouts. The Board generally likes to have the meetings scheduled as far in advance as possible for planning purposes; however, if this is not possible, the location should be scheduled at the very least.
- Prepare RSVP list for meeting attendance, via phone calls and e-mails, a few days prior to the luncheon for proper logistics count. Forward the RSVP list to the VP Membership.
- Introduce the speaker at the monthly luncheons – generally taken from the newsletter summary, however some speakers have a prepared introduction.
- Prepare monthly evaluations to place on tables at luncheons. Summarize ratings and forward to Board members.
- Prepare "table topics" for the monthly luncheons and place them on tables. Table topics are general questions in the same subject area as the presentation provided on the tables to solicit any "ice-breaker" conversation that may be necessary for members.
- Send thank you and follow-up letter to speaker – generally try to include any good comments from the evaluations.
- Prepare monthly luncheon summaries to provide for the next month's newsletter.
- Coordinate the annual Holiday luncheon – logistics and RSVPs only. There are generally no speakers, but other chapter activities as scheduled by President and President-Elect.
- Actively promote BVHRMA in the community and seek opportunities for BVHRMA to participate in community activities.

REQUIREMENTS

- Must be a BVHRMA member in good standing elected by the chapter membership.

- Be able to attend majority of monthly membership meetings.
- Be able to speak in front of colleagues.
- Stay updated on current HR activities that would be beneficial to members in the form of presentations.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Some experience with the MS Office Suite programs, or equivalent (e-mail, word processing and spreadsheets).

ESTIMATION OF VOLUNTEER HOURS

- 5.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hours for emails, discussions, correspondence on BVHRMA business.
 - 1.0 hours for meeting logistics and RSVPs
- ½ Day Executive Committee Planning Session in November annually.



VOLUNTEER POSITION DESCRIPTION

Vice President – Membership

The VP Membership is elected by the membership to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee and provides services to the members of the organization by managing the membership function to successfully achieve an increase in chapter membership.

RESPONSIBLE TO

The members of the BVHRMA
The President of BVHRMA
The local communities within the Brazos Valley

RESPONSIBILITIES

- Maintain a current active BVHRMA membership.
- Conduct the business of the chapter in accordance with the chapter by-laws.
- in the database as invoices come in.
- Collect membership dues and meeting fees at monthly membership meetings.
- Create annual Membership Directory by obtaining bids from printers, provide advertising guidelines, work with Public Relations Chair to coordinate advertisers
- Process membership applications and meet the applicant personally to provide new member packet.
- Put together and deliver new member packets.
- Track member attendance and other statistical information as required.
- Submit membership roster to SHRM for the Mail List Program. This allows BVHRMA to send quarterly "Invite SHRM Members" to "at-large SHRM members who do not belong to a local SHRM affiliate chapter.
- Plan and coordinate membership drives.
- Maintain membership supplies (letterhead, brochures, envelopes and applications).
- Introduce new members at meetings.
- Update member name tags. Distribute and collect name tags at each meeting.

REQUIREMENTS

- Must be a BVHRMA member in good standing elected by the chapter membership.
- Be able to attend majority of monthly membership meetings.
- Be able to speak in front of colleagues.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Some experience with the MS Office Suite programs, or equivalent (e-mail, word processing and spreadsheets).

ESTIMATION OF VOLUNTEER HOURS

- 12.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BVHRMA business.
 - 8.0 hours processing membership applications and sending new member packets.
- 24 hours per month in December and January for membership invoicing.
- ½ Day Executive Committee Planning Session in November annually.



VOLUNTEER POSITION DESCRIPTION

Secretary

The Secretary is elected by the membership to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee and provides services to the members of the organization by recording all Executive Committee meeting minutes and membership vote activities.

RESPONSIBLE TO

The members of BVHRMA
The President of BVHRMA
The local communities within the Brazos Valley

RESPONSIBILITIES

- Record action items and discussion decisions at monthly Board and Executive Committee meetings.
- Record action items and discussion decisions at annual Board and Executive Committee planning sessions.
- Distribute minutes after the meeting via email.
- Update the Constitution and By-laws when necessary for draft presentation to membership vote. Update once final membership approval is received.
- Maintain electronic storage of past meeting minutes, Constitution and By-laws and any other recorded activity.

REQUIREMENTS

- Must be a BVHRMA member in good standing elected by the chapter membership.
- Be able to attend majority of monthly membership meetings.
- Be able to speak in front of colleagues.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Some experience with the MS Office Suite programs, or equivalent (e-mail, word processing and spreadsheets).

ESTIMATION OF VOLUNTEER HOURS

- 5.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BVHRMA business.
 - 1.0 hours writing and distributing minutes
- ½ Day Executive Committee Planning Session in November annually.



Volunteer Position Description

TREASURER

The Treasurer serves a one-year term, but may be re-elected if agreeable. The Treasurer shall perform the duties ordinarily connected with the office, including receipt and deposit of all monies of the Association, in a checking account in the name of the association in a bank approved by the Executive Board, make all disbursements by check, and keep an itemized record of all receipts and disbursements. All disbursements may be made by the Treasurer, except those in excess of \$250.00, which shall have the approval of the President. The Treasurer shall render to the Executive Board a financial statement at each monthly Board meeting, and submit records for an annual audit at the direction of the Executive Board.

Responsible to:

The members of BVHRMA
The President of BVHRMA
The Executive Committee of BVHRMA

RESPONSIBILITIES

- **Financial Officer and Advisor:** The Treasurer, as an elected officer of the chapter, is a responsible member of the chapter's executive committee and must take part in the discussion and action on all business of the chapter.
 - Must be in a position to assess the financial implications of proposed actions by the executive committee and inform the committee prior to final decisions being made.
 - Must observe the financial direction of the chapter, recognize possible financial problems, and bring such problems to the attention of the Executive Committee for action.
 - Receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the chapter.
 - Disburse such funds only for normal and usual uses unless the Executive Board shall otherwise direct.
- **Accounting Records:**
 - Record all transactions. The Treasurer should maintain a complete set of records. All funds received and disbursements must be recorded.
 - Verify bank statements after the President has reviewed them. After verifying them, the treasurer should balance the checkbook and reconcile any differences.
 - Report Monthly. Using the accounting records, the treasurer should be prepared to report the Chapter's financial condition at each meeting of the Chapter.
 - Yearly Audit. The Treasurer should insist that an auditing committee be appointed and that the accounting records be audited at least once a year.
- **Bank Accounts:**
 - Checking Accounts. All chapter expenditures should be paid by check. The Treasurer must maintain a checking account and must balance the checkbook and reconcile any differences on a monthly basis.
- **Receipt of Monies:**
 - All funds received from meetings and advertising and any other from of donation or fund should be deposited in the chapter's bank account in a timely manner.

- All expenses incurred by the chapter should be paid in check form to insure proper documentation.
- The Treasurer should keep copies of all invoices and should mark them paid upon completion.
- Monies. In all instances monies received should be deposited in the chapter bank account. Amounts and purposes should be recorded for chapter records.
- **Budgeting:** The Treasurer, with assistance from the President, should prepare and submit a budget to the Executive Committee for approval.
 - Income Sources: A chapter's income is derived from several sources. A fixed amount is allotted to the chapter from the dues paid by each member of the chapter. In other words, the chapter's success in maintaining or increasing its membership controls a part of its income.
 - **The budget should consist of two sections, Income and Expense:**
 - **Income:** Make a list of all possible income sources available to the organization. Some of these are:
 1. Dues
 2. Monthly meetings
 3. Advertising for the membership directory
 4. Seminars, workshops, etc.
 - **Expenses:** Make a list of all expected expense items. Some of these are as follows:
 1. Directory
 2. Miscellaneous postage
 3. Travel
 4. Monthly Meetings: room rental/equipment rental/speaker fees/speaker travel
 5. Costs of meals (restaurant charges)
 6. Workshops and Seminars
 7. Social activities such as cost of printing flyers, tickets, door prizes etc.
 - **Monthly recapitulation of Income & Expense compared to Budgeted income & Expense:** The Treasurer is the financial officer and advisor to the chapter. In this capacity, the Treasurer should keep a monthly tally of actual income expense as compared to the budgeted income and expense. Any abnormal deviation from budgeted items should be reported and brought to the attention of the executive committee for action.

ESTIMATION OF VOLUNTEER HOURS

- 14.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BVHRMA business.
 - 10.0 hours processing paying bills, receipts and income and expense report
- 2 hours in April for audit
- ½ Day Executive Committee Planning Session in November annually.



VOLUNTEER POSITION DESCRIPTION

Diversity Chair

The Diversity Chair is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she serves as member of the Executive Committee. The Diversity Chair monitors and evaluates on a continuing basis local activities concerning diversity issues; spearheads the effort to diversify the Chapter's membership/leadership; and publicizes successful diversity programs in the local community.

RESPONSIBLE TO

The members of the BVHRMA
The Executive Committee of BVHRMA
The local communities within the Brazos Valley

RESPONSIBILITIES

- Maintain a current active BVHRMA membership.
- Making the chapter aware of diversity issues through monthly updates in the newsletter and at meetings.
- Assisting in obtaining programming to increase the chapter's awareness of diversity.
- Recruiting diverse professionals into the membership and leadership ranks.
- Working toward a chapter that reflects the diversity of the community and the profession.

REQUIREMENTS

- Must be a BVHRMA member in good standing elected by the chapter membership.
- Be able to attend majority of monthly membership meetings.
- Be able to speak in front of colleagues.
- Stay updated on current HR activities that would be beneficial to members in the form of presentations.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Some experience with the MS Office Suite programs, or equivalent (e-mail, word processing and spreadsheets).

ESTIMATION OF VOLUNTEER HOURS

- 5.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BVHRMA business.
 - 1.0 hours for diversity updates for newsletter and monthly membership meeting.
- ½ Day Executive Committee Planning Session in November annually.



VOLUNTEER POSITION DESCRIPTION

Certification Chair

The Certification Chair is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee. The Certification Chair provides leadership and arranges for training for local members who are preparing to be certified or recertified as a human resource professional. The Human Resource Certification Institute (HRCI) administers this certification. Guidance may be delivered on an individual basis or in a study group setting.

RESPONSIBLE TO

The members of BVHRMA
The members of the certification study group
The President of BVHRMA
The BVHRMA Executive Committee

RESPONSIBILITIES

- Must be a BVHRMA member in good standing elected by the chapter membership.
- Promote the certification process within the local chapter.
- Maintain knowledge of the requirements for certification as prescribed by HRCI.
- Organize and implement a study group, allowing ample time to complete the appropriate sections prior to the pending test date.
- Recruit local members to join the local study group.
- Arrange for the duplication and delivery of basic study materials.
- Arrange for facilities to conduct the study group meetings.
- Communicate with each candidate to ensure participation and success.
- Arrange for guest instructors to lead/teach subject areas in which they may have an expertise.
- Assist with the candidate's application and deadline compliance as needed.
- Follow-up with each of the candidates, that took the test, to document the local success rate.
- Review processes in order to implement improvements for subsequent study groups.

FINANCIAL

- Exercise prudent responsibility in the expenditure of the certification budget.
- The budget may include funds for duplicating material, communications, and other necessary costs.

REQUIREMENTS

- Must be a SHRM member in good standing elected by the chapter membership.
- Must hold current certification as a PHR or SPHR.
- Should have ability to attend majority of monthly membership meetings.
- Should have ability to attend majority of monthly Executive Board meetings.
- Should have a belief in the value of SHRM national membership and willingness to promote SHRM affiliation.

SKILLS AND ABILITIES

- Be comfortable speaking in front of groups.
- Must exhibit leadership and teambuilding skills.
- Should have good organizational skills, written and verbal communication skills.
- A basic computer knowledge, including use of email, word processing and spreadsheets is helpful.
- An understanding of basic budget and financial concepts is helpful.

ESTIMATION OF VOLUNTEER HOURS

- 4.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BVHRMA business.
- 3.5 hours per week for 8 weeks in Spring and Fall Certification Class preparation
- ½ Day Executive Committee Planning Session in November annually.



VOLUNTEER POSITION DESCRIPTION

Legislative Chair

The Legislative Chair is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she serves as a member of the Executive Committee. The Legislative Chair provides legislative information to the Executive Committee and the membership pertinent to the Human Resources profession.

RESPONSIBLE TO

The members of BVHRMA
The President of BVHRMA
The BVHRMA Executive Committee

RESPONSIBILITIES

- Must be a BVHRMA member in good standing elected by the chapter membership.
- Provides legislative updates to membership at monthly membership meetings on topics of interest to the Human Resources Profession.
- Provides articles regarding current legislative activity for the monthly newsletter.
- Attends annual Texas State Council Legislative Conference.

REQUIREMENTS

- Must be a SHRM member in good standing elected by the chapter membership.
- Ability to attend majority of monthly membership meetings.
- Ability to attend majority of monthly Executive Board meetings.
- An interest in actively researching current legislative activity and sharing that knowledge with BVHRMA membership.

SKILLS AND ABILITIES

- Be comfortable speaking in front of groups.
- Should have good organizational skills, written and verbal communication skills.
- Basic computer knowledge, including use of email and word processing.

ESTIMATION OF VOLUNTEER HOURS

- 7.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BVHRMA business.
 - 3.0 hours preparing legislative information for newsletter and monthly meeting presentation
- 2 Days in Fall for Legislative Conference in Austin
- ½ Day Executive Committee Planning Session in November annually.



VOLUNTEER POSITION DESCRIPTION

Newsletter Chair

The Newsletter Chair is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she services as a member of the Executive Board and provides services to the members of the organization by distributing a monthly Association newsletter and any other communications for the Association.

RESPONSIBLE TO

The members of BVHRMA
The President of BVHRMA
The Executive Committee of BVHRMA

RESPONSIBILITIES

- Maintain a current active BVHRMA membership.
- Actively solicit information from BVHRMA board and committee chairs for monthly newsletter articles.
- Distribute a monthly newsletter to all current BVHRMA members via email at least two weeks prior to the monthly meeting.
- Obtain updated membership email addresses from the VP Membership.
- Send monthly meeting reminders to all membership via email.
- Communicate with Web Site Chair to ensure newsletters are posted on BVHRMA web site monthly.
- Actively promote Brazos Valley in the community.

REQUIREMENTS

- Must be a BVHRMA member in good standing appointed by the President.
- Be able to attend majority of monthly membership meetings.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Above average grammar skills.
- Experience with e-mail, word processing, spreadsheets, HTML and FTP.
- Be able to attend majority of monthly Executive Board meetings.

ESTIMATION OF VOLUNTEER HOURS

- Hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BVHRMA business.
 - 4.0 hours preparing newsletter and distributing to membership.
- ½ Day Executive Committee Planning Session in November annually.



VOLUNTEER POSITION DESCRIPTION

STUDENT LIAISON

The student liaison is a special appointment by the President and coordinates all committee activities. The student liaison is appointed to a one-year term. He or she serves as advisor to local University and College Relations and acts as liaison between the Association and the student chapters.

RESPONSIBLE TO

The members of the BVHRMA
The Executive Committee of BVHRMA

RESPONSIBILITIES

- Maintain a current active SHRM membership.
- Coordinate and promote the mentor program to local colleges/universities.
- Evaluate mentees and assist in the pairing of mentor/mentee partners.
- Assist in coordinating mentor luncheons.
- Develop and implement strategic planning for the Mentor Program.
- Attend student chapter meetings as established by member universities as necessary.
- Provide student chapter with appropriate HR information and speakers as requested.
- Provide financial support for students to attend Texas State HR games and the Texas State SHRM conference.
- Provide financial assistance to student chapter for mentor luncheons.
- Ensure the successful formal distribution of resume packets either electronic or hard copy by student chapter members.
- Coordinate, publicize, and administer the BVHRMA scholarship program.
- Make recommendations on changes to scholarship program (ie: \$ amount, number of recipients).
- Evaluate scholarship applications and recommend recipients.
- Solicit student chapter volunteers to assist with monthly meeting activities.
- Provide information on BVHRMA to area high school vocational and career programs.
- Participate in the development and implementation of short-term and long-term strategic planning for BVHRMA.
- Represent and promote BVHRMA in the community.
- Encourage membership participation in community activities.

SHRM Affiliation

- Encourage BVHRMA members to become SHRM national members.
- Communicate SHRM national goals, policies and programs to chapter members.
- Maintain communications and build relationships with other Texas SHRM affiliate chapters.

REQUIREMENTS

- Must be a SHRM member in good standing.
- Should have ability to attend majority of monthly membership meetings.
- Should have ability to attend majority of monthly Executive Board meetings.
- Should have ability to attend student chapter meetings if needed.
- Should have a belief in the value of SHRM national membership and willingness to promote SHRM affiliation.

SKILLS AND ABILITIES

- Be comfortable speaking in front of groups.
- Should have good organizational skills, written and verbal communication skills and team building abilities.
- Basic computer knowledge, including use of email, word processing and spreadsheets is helpful.
- Must have the ability to work with a diverse group of volunteers to build chapter volunteer participation.

DOCUMENT RETENTION

- Maintain historical data on the number of participants of mentor program per year.
- Maintain electronic surveys/questionnaires for 2 years.
- Retain electronic copies of emails, flyers for 2 years.

ESTIMATION OF VOLUNTEER HOURS PER MONTH

- 6.0 hours per month
 - 1.5 hours for monthly BVHRMA luncheon.
 - 1.0 hour for monthly executive board meeting.
 - 2.0 hours for emails, discussions, correspondence on BVHRMA business.
 - 1.5 hour for monthly SHRM student chapter meeting
- ½ Day Executive Committee Planning Session in November annually.



VOLUNTEER POSITION DESCRIPTION

Website Chair

The Website Chair is appointed by the President to serve a one-year term, voluntarily entered into each year. He or she services as a member of the Executive Board and provides services to the members of the organization by maintaining and updating the Association's Internet site.

RESPONSIBLE TO

The members of BVHRMA
The President of BVHRMA
The Executive Committee of BVHRMA

RESPONSIBILITIES

- Maintain a current active BVHRMA membership.
- Maintain and update the BVHRMA website on daily/weekly/monthly basis.
- Actively promote Brazos Valley in the community.

REQUIREMENTS

- Must be a BVHRMA member in good standing appointed by the President.
- Be able to attend majority of monthly membership meetings.
- Be able to attend majority of monthly Executive Board meetings.
- Above average organizational skills.
- Experience with e-mail, word processing spreadsheets, HTML JPEG, GIF, and FTP.

ESTIMATION OF VOLUNTEER HOURS

- 9.5 hours per month
 - 2.0 hours for monthly BVHRMA luncheon.
 - 1.5 hour for monthly executive board meeting.
 - 1.0 hour for emails, discussions, correspondence on BVHRMA business.
 - 5.0 hours updating and maintaining (maybe more initially until comfort level is reached).
- ½ Day Executive Committee Planning Session in November annually.